

CRIMINALIST

OPEN – STATEWIDE

CONTINUOUS FILING



State of California
DEPARTMENT OF
JUSTICE
P. O. Box 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE This is an open continuous filing examination.

WHO SHOULD APPLY Persons who meet the minimum qualifications as stated on this examination bulletin.

HOW TO APPLY

DO NOT SUBMIT STANDARD STATE APPLICATION (STD. 678)

To apply for this examination, **submit your name and address** on an Examination Request Form through the Attorney General's Website at:

<http://www.ag.ca.gov/careers/exams.htm>

You may also **submit your name and address** to one of the addresses below which must be POSTMARKED (U.S. MAIL) or personally delivered no later than the cut-off date:

Mailing Address:

Department of Justice
Testing and Selection Unit/Crim
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit/Crim
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

Submission of this information places your name on a mailing list to receive examination materials when the cut-off date is determined. Be sure to specify the exact title of the examination for which you are applying.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please call the Testing and Selection Unit, (916) 324-5039 when you receive the examination packet.

SALARY

Range A - \$3051 - \$3574
Range B - \$3993 - \$4930
Range C - \$4810 - \$5942

ELIGIBLE LIST INFORMATION

Competitors can be tested only once during a 9-month period. Competitors' names and addresses must be submitted within the testing period to be considered for that test administration. A candidate's eligibility will be established for 12 months. Eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Names of successful competitors are merged into the eligible list in order of final scores, regardless of the test date. The resulting eligible list will be used to fill vacancies at the Department of Justice.

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**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the date that the examination materials are to be returned to the Department of Justice. This date will be indicated in the instructions provided with the examination materials.

**MINIMUM
QUALIFICATIONS**

EDUCATION: Equivalent to graduation from college with a major in one of the physical or biological sciences, including the equivalent of eight semester hours of general chemistry and three semester hours of quantitative analysis. **Registration as a senior in a recognized institution will admit applicants to the examination but they must produce proof of graduation or its equivalent before they are eligible for appointment.** Candidates who have graduated from college with a major in one of the physical or biological sciences, including the eight semester hours of general chemistry, but do not possess the three semester hours of quantitative analysis will be admitted to the examination, **but they must produce proof of completion of the three semester hours of quantitative analysis before they are eligible for appointment.**

**DEFINITION OF
TERMS IN MINIMUM
QUALIFICATIONS**

Physical Sciences: Chemistry (any type), biochemistry, biology, physics, geology, mineralogy, petrology, chemical engineering, forensic science, pharmacology, microbiology, biological sciences, entomology and criminalistics.

Quantitative Analysis: Involves the measurement of quantities of substances produced in reactions rather than simply noting the nature of reactions. Quantitative Analysis seeks to establish the amount of a given element or compound in a sample. This requirement can be satisfied by the completion of other courses which contain specific topics in analytical chemistry such as:

Chemical Equilibrium
Oxidimetric Analysis
Photo Detector Systems
Phase Equilibrium
Aqueous phase
Vapor phase
Liquid Chromatography
Properties of Gases
Polychromatic Nature of Light
Quantitative Spectrometry
Quantitative Infrared Spectroscopy.

THE POSITION

The Criminalist is the entry, training and sub journey level for the series. Criminalists will perform routine and less complex technical laboratory analyses and assist higher-level Criminalists in the examination of crime scenes and in the scientific investigation of crimes.

**SPECIAL PERSONAL
CHARACTERISTICS**

Tact, patience, and keenness of observation.

**EXAMINATION
INFORMATION**

This examination will consist of a supplemental application only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be measured competitively, relative to job demands on each competitor's:

CONTINUE TO THE NEXT PAGE

**EXAMINATION
INFORMATION
(Continued)**

Knowledge of:

1. Scientific methods and techniques used in examining crime scenes.
2. Tests for the identity and comparison of blood and physiological fluids.
3. Tests for explosives and flammable materials.
4. Toxicological analyses.
5. Tests of hair and fibers, glass, soil, paint, and similar materials and equipment necessary to conduct these tests.
6. Modern methods and techniques in investigations of major crimes.
7. Current trends in toxicology, general chemistry and microchemistry.
8. Modern types of small arms and the techniques of conducting all types of firearms, bullet and tool mark comparisons.
9. Methods used in the examination of documents in criminal cases.
10. Photographic and photo micrographic principles and practices as applied to Criminalists.
11. Chromatographic techniques.

Ability to:

1. Make extensive use of scientific methods and techniques at the scene of a crime.
2. Make effective use of microscopes, spectrograph, infrared and ultra-violet spectrophotometer, and gas chromatograph.
3. Use micro methods for determining physical constants such as refractive index and density.
4. Recognize the need for and develop and evaluate new test methods and procedures.
5. Analyze situations accurately and take effective action.
6. Conduct applied research to develop and validate state-of-the art evidence examination techniques.
7. Testify effectively in court.
8. Instruct law enforcement and forensic personnel in criminalistics.
9. Prepare course outlines and lesson plans which will satisfy the requirements set forth by the Commission on Peace Officers' Standards and Training (POST).

**BACKGROUND
INVESTIGATION
INFORMATION**

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs. Department of Justice regulations require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

The information you furnish will be used to help determine your suitability for employment with the Department of Justice.

**DRUG TESTING
REQUIREMENT
MEDICAL
EXAMINATION**

Applicants for positions in this class series will be required to pass a drug-screening test.

Pass/Fail – Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively. The medical examination also includes a back x-ray, visual acuity, and color vision tests.

**VETERANS
PREFERENCE
CREDITS**

Veterans Preference Credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE CREDITS.**

CAREER CREDITS

Career Credits will not be granted in this examination.

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice (www.ag.ca.gov), the State Personnel Board (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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